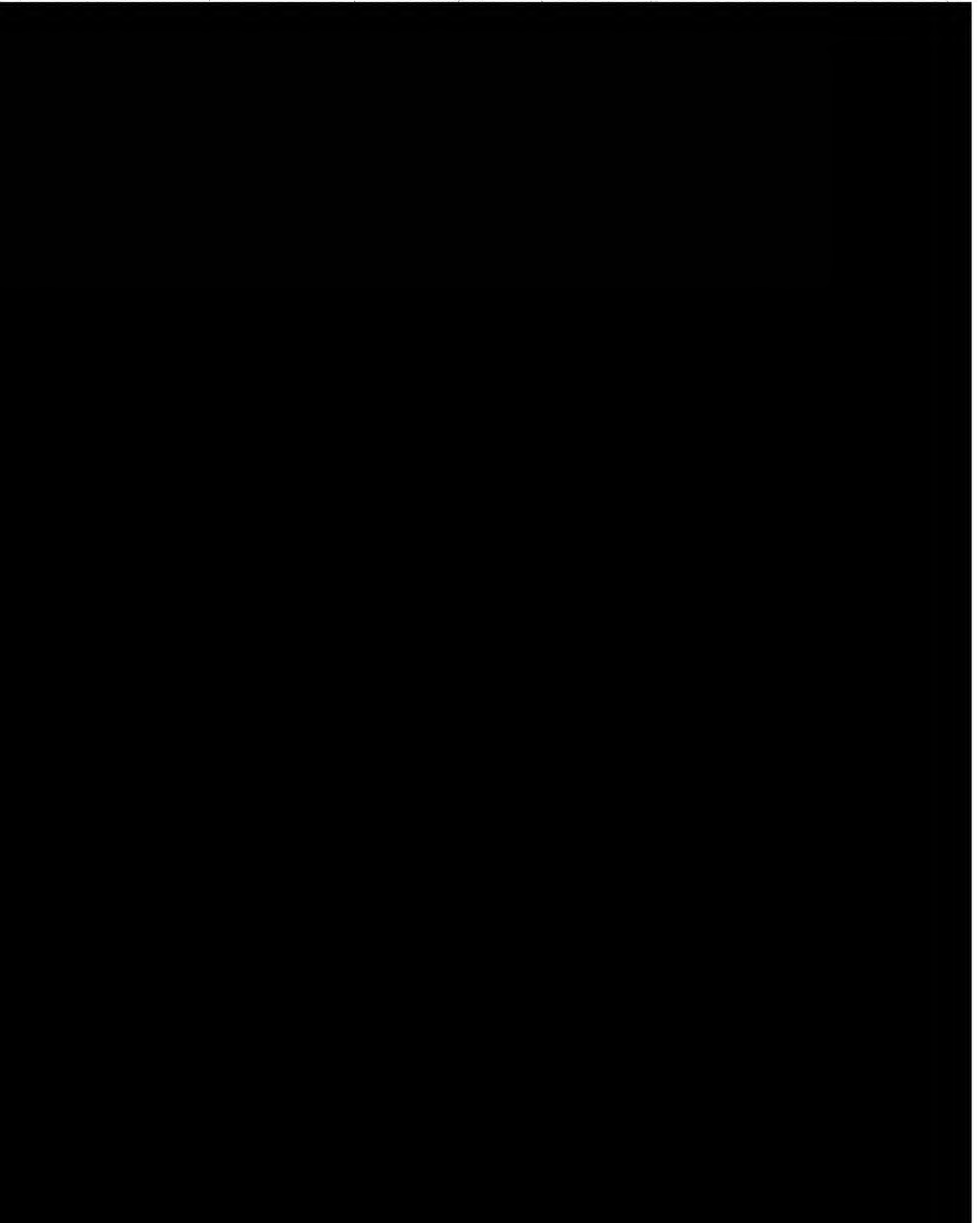


Policy Handbook for Executives, CANCELLED  
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1 of 1



JOB NO. <b>174</b>	RECOMMEND DIST.		REC'D FROM		DATE REC'D		ACTION REQUIRED		ACTION TAKEN		
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**REMARKS:**

Job killed per Col. White on 25 May 1953. For memo on this subject dated 8 May 1953, see file on General Correspondence.

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ILLEGIB

8 May 1953

MEMORANDUM FOR: The Deputy Director (Administration)

SUBJECT: Policy Handbook for Executives

1. Purpose

The proposal contained in this memorandum is generated both by personal observations and by criticism of the present system of Regulatory Issuances to the effect that they lack basic policy directives, contain too much procedure, and are too voluminous for convenient policy reference purposes.

2. Premise

That senior Agency executives have a practical and continuing need for a compilation of basic Agency policies, statements of mission, NSCID's and their interpretations, DCID's, assignments of responsibility, delegations of authority and miscellaneous facts about the Agency.

3. Discussion

a. The Regulatory Issuances System of the Agency was designed and is intended to satisfy the working level needs of employees and general supervisors. As such, it does not contain top level operational directives or basic policy statements, nor does it contain material above the classification "Secret".

b. There does not appear to be any consistent planning of or medium for the compilation of basic policies of the Agency and implementing directives for the use and guidance of Agency officials in policy-making and command positions. It is assumed that such information and directives are currently disseminated verbally, by memoranda, or in some cases by special publications. For example, the NSCID's and DCID's have been published in a loose-leaf binder; the CIA Statutes and their interpretation in another binder, and, doubtless, the Director has issued numerous continuing directives at staff meetings or by memoranda. The disadvantages of these dissemination procedures are their impermanence and non-availability for quick "desk top" reference.

c. It is suggested, therefore, that consideration be given to the establishment of an Executive Policy Handbook in a loose-leaf, compact form which would be placed in the hands of key officials for personalized, desk top reference purposes. The possible contents of such a handbook are illustrated below:

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(1) Part I - Organization - A recapitulation and summary of the Agency Regulations in the Organization series (Series ■■).

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(2) Part II - Mission - Succinct statements of Agency missions as prescribed by the National Security Council and implementing Directives of the Director.

(3) Part III - Policies - A summary and listing of the basic control or management policies of the Agency.

(4) Part IV - Delegations of Authority - A listing of principal delegations of authority. Statement of those authorities reserved by public law or otherwise to the Director.

(5) Part V - Reports - Listing of the prime reports required by the Director and their scheduled time of submission.

(6) Part VI - Facts - A compilation of useful pertinent facts concerning the business of the Agency. For example:

(a) Total appropriation of funds; allocation of funds to Offices and projects; listing of projects; installations and Agencies served.

(b) Number of personnel authorized and available; personnel rate of turn-over; percentage of disapproved applications for employment.

(c) Listing of key employees with their telephone extensions.

d. The proposed handbook would be extremely sensitive, classified "Top Secret", and made available to key officials only.

### 3. Conclusion

That the Agency Regulatory System is not designed for convenient, personal use by top level executives. The system, while extensive, does not include highly sensitive command material restricted to top level executive use. That an Executive Policy Handbook would be a useful worthwhile aid to executive and policy direction of the Agency.

### 4. Recommendations

a. That a compilation be made of basic Agency policies, missions, delegations of authority, and facts for inclusion in a policy handbook for key officials.

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- b. That the compilation and maintenance of this handbook be assigned to a representative of the Director.
- c. That the policy handbook be published in a limited edition for controlled distribution to named executives.

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Special Assistant to the  
Deputy Director (Admin.)

SA/DDA:GRT:mes (8 May 53)

cc - Regulations Control Staff

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